

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Office of Personnel

District Personnel Manual Issuance System

DPM Bulletin No. 12-206

This bulletin should be filed behind the divider for Part III of DPM Chapter (s) 12

SUBJECT: Holiday Schedule for Calendar Year 2005

DATE: October 12, 2004

1. Scope

The purpose of this bulletin is to provide the holiday schedule for Calendar Year 2005.

2. Authority

Section 1202 of the District of Columbia Government Comprehensive Merit Personnel Act of 1978, effective March 3, 1979 (D.C. Law 2-139; D.C. Official Code § 1-612.02) (2001).

3. Responsibilities

Department and agency heads, or their designated representatives, are responsible for ensuring that employees in their respective agencies are informed of the provisions of this bulletin.

4. Provisions

- a. The legal public holidays for calendar year 2005 for District government employees whose basic workweek is Monday through Friday are:

New Year's Day, **Friday**, December 31, 2004¹
Dr. Martin Luther King, Jr.'s Birthday, **Monday**, January 17, 2005
Inauguration Day, **Thursday**, January 20, 2005²
Washington's Birthday, **Monday**, February 21, 2005
Memorial Day, **Monday**, May 30, 2005
Independence Day, **Monday**, July 4, 2005
Labor Day, **Monday**, September 5, 2005
Columbus Day, **Monday**, October 10, 2005
Veterans Day, **Friday**, November 11, 2005
Thanksgiving Day, **Thursday**, November 24, 2005
Christmas Day, **Monday**, December 26, 2005³

¹ The legal public holiday is Saturday, January 1, 2005. By law, when the holiday falls on a Saturday, it is observed on the Friday preceding the holiday.

² In accordance with D.C. Official Code 1-612.02 (c), January 20th of each fourth year starting in 1981, Inauguration Day, is a legal public holiday for the purpose of pay and leave for employees scheduled to work on that day.

³ The legal public holiday is Sunday, December 25, 2005. By law, when a public legal the holiday falls on a Sunday, it is observed on the Monday following the holiday.

Note: DPM Bulletins that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart I, § 1.3.]

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- b. The Mayor (or his or her designee) may specify other days or portions of a day as nonworkdays, in addition to the above legal public holidays.
- c. All employees are entitled to legal public holidays or “in-lieu-of” days as the established holidays, with the exception of:
 - (1) Temporary wage employees (those paid on an hourly rate) with appointments limited to less than ninety (90) days, or who have not been employed for a continuous period of ninety (90) days under one (1) or more appointments without a break in service;
 - (2) Employees (including Excepted Service Experts and Consultants) who do not have a regularly scheduled tour of duty; and
 - (3) Employees paid by stipend.
- d. Effect of Leave Status:
 - (1) An employee on leave with pay for a period that includes a holiday is not charged leave for the holiday.
 - (2) An employee in a nonpay status (FMLA, LWOP, AWOL, suspension, etc.) the last hour of a regular tour of duty immediately before a holiday and the first hour immediately after the holiday, is not entitled to pay for that holiday unless the employee works on the holiday. In addition, an employee scheduled for “approved” nonpay status on a holiday is not entitled to pay for that holiday.
- e. Determining Holidays (except for employees of the Firefighting Division of the Fire and Emergency Medical Services Department):
 - (1) Whenever a holiday falls on a workday in the basic workweek of Monday through Friday, the workday is a holiday.
 - (2) Whenever a holiday falls on a nonworkday of the basic Monday through Friday workweek, the holiday is the Monday following a legal holiday occurring on Sunday, or is the Friday immediately preceding a legal holiday occurring on a Saturday.
 - (3) When a holiday falls on a nonworkday of a workweek which is not Monday through Friday, the **In-Lieu-of Schedule** attached to this bulletin is to be used to determine the holiday.
 - (4) For a part-time employee, whenever a holiday or a day designated as a holiday falls on the employee’s regularly scheduled workday, that is the holiday for that employee. No in-lieu-of day is authorized for a part-time employee if a holiday falls on that employee’s nonworkday.
 - (5) When a holiday falls on a nonworkday of a basic workweek which includes six days, the holiday is the day immediately preceding the legal holiday.

f. The day to be treated as a holiday for an employee (including one in a 24-hour facility) who is regularly scheduled to work on days other than Monday through Friday and whose days off are **not listed on the In-Lieu-of Schedule**, or for a employee of the Firefighting Division of the Fire and Emergency Medical Services Department is determined as follows:

- (1) When a holiday falls on a workday in a basic workweek of the employee, that day is the holiday for the employee.
- (2) When a holiday falls on a nonworkday, the first scheduled workday following that nonworkday is considered the legal holiday.

g. Clarification of Entitlement to Holiday Pay for all Employees:

An employee who is scheduled to work on a holiday and does not receive an in-lieu-of day will be paid holiday pay for that day. Holiday pay will be paid only for work actually performed for a maximum of eight (8) hours. Any work performed over eight (8) hours will be compensated at applicable overtime rates.

5. In-Lieu-of Schedules

The in-lieu-of schedule contained in the attachment to this bulletin is applicable to all covered employees, except employees covered by paragraph 4 (f) above and, in some instances, uniformed members of the Metropolitan Police Department. This schedule is to be used only for employees whose workweek is other than Monday through Friday and when the employees' regularly scheduled day off falls on the legal public holiday.

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Acting Director of Personnel

Attachment: Schedule of "In-Lieu-of" Days for Holiday, Pay and Leave Purposes for Calendar Year 2005

SCHEDULE OF “IN-LIEU-OF” DAYS FOR HOLIDAY, PAY AND LEAVE PURPOSES FOR CALENDAR YEAR 2005

<u>MONDAY HOLIDAYS</u>	Dr. Martin Luther King, Jr.’s Birthday	Monday, January 17, 2005
	Washington’s Birthday	Monday, February 21, 2005
	Memorial Day	Monday, May 30, 2005
	Independence Day	Monday, July 4, 2005
	Labor Day	Monday, September 5, 2005
	Columbus Day	Monday, October 10, 2005
	Christmas Day	Monday, December 26, 2005

The following days are to be considered holidays for employees whose regularly scheduled day off falls on the above Monday holidays:

DAYS OFF	HOLIDAY	King’s Birthday	Washington’s Birthday	Memorial Day
Sunday and Monday	Saturday	January 15, 2005	February 19, 2005	May 28, 2005
Monday and Tuesday	Sunday	January 16, 2005	February 20, 2005	May 29, 2005
Monday and Wednesday	Sunday	January 16, 2005	February 20, 2005	May 29, 2005
Monday and Thursday	Sunday	January 16, 2005	February 20, 2005	May 29, 2005
Monday and Friday	Sunday	January 16, 2005	February 20, 2005	May 29, 2005
Monday and Saturday	Sunday	January 16, 2005	February 20, 2005	May 29, 2005

DAYS OFF	HOLIDAY	Independence Day	Labor Day
Sunday and Monday	Saturday	July 2, 2005	September 3, 2005
Monday and Tuesday	Sunday	July 3, 2005	September 4, 2005
Monday and Wednesday	Sunday	July 3, 2005	September 4, 2005
Monday and Thursday	Sunday	July 3, 2005	September 4, 2005
Monday and Friday	Sunday	July 3, 2005	September 4, 2005
Monday and Saturday	Sunday	July 3, 2005	September 4, 2005

Monday Holidays - continued

DAYS OFF	HOLIDAY	Columbus Day	Christmas Day
Sunday and Monday	Saturday	October 8, 2005	December 24, 2005
Monday and Tuesday	Sunday	October 9, 2005	December 25, 2005
Monday and Wednesday	Sunday	October 9, 2005	December 25, 2005
Monday and Thursday	Sunday	October 9, 2005	December 25, 2005
Monday and Friday	Sunday	October 9, 2005	December 25, 2005
Monday and Saturday	Sunday	October 9, 2005	December 25, 2005

Monday will be the holiday for employees who are regularly scheduled to work Monday through Friday.

<u>THURSDAY HOLIDAYS</u>	Inauguration Day	Thursday, January 20, 2005
	Thanksgiving Day	Thursday, November 24, 2005

The following days are to be considered holidays for those employees whose regularly scheduled day off falls on the above Thursday holidays:

DAYS OFF	HOLIDAY	Inauguration Day	Thanksgiving Day
Sunday and Thursday	Wednesday	January 19, 2005	November 23, 2005
Monday and Thursday	Friday	January 21, 2005	November 25, 2005
Tuesday and Thursday	Friday	January 21, 2005	November 25, 2005
Wednesday and Thursday	Friday	January 21, 2005	November 25, 2005
Thursday and Friday	Wednesday	January 19, 2005	November 23, 2005
Thursday and Saturday	Wednesday	January 19, 2005	November 23, 2005

Thursday will be the holiday for employees who are regularly scheduled to work Monday through Friday.

<u>FRIDAY HOLIDAYS</u>	New Year's Day	Friday, December 31, 2004
	Veterans Day	Friday, November 11, 2005

The following days are to be considered holidays for employees whose regularly scheduled day off falls on the above Friday holidays:

DAYS OFF	HOLIDAY	New Year's Day	Veterans Day
Sunday and Friday	Thursday	December 30, 2005	November 10, 2005
Monday and Friday	Saturday	January 1, 2006	November 12, 2005
Tuesday and Friday	Saturday	January 1, 2006	November 12, 2005
Wednesday and Friday	Saturday	January 1, 2006	November 12, 2005
Thursday and Friday	Saturday	January 1, 2006	November 12, 2005
Friday and Saturday	Thursday	December 30, 2005	November 10, 2005

Friday will be the holiday for employees who are regularly scheduled to work Monday through Friday.